

NAVSTABREMINST 7322.1
Code B17
13 Jan 99

NAVAL STATION BREMERTON INSTRUCTION 7322.1

From: Commanding Officer, Naval Station Bremerton

Subj: CONTROLLED MINOR PROPERTY PROGRAM

Ref: (a) NAVCOMPT Manual, Volume 3

Encl: (1) Naval Station Bremerton, Controlled Minor Property Listing
(2) Designation Letter Sample
(3) DD 1149 Requisition and Invoice/Shipping Document
(4) DD 1348-1 Single Line Item Release/Receipt Document

1. Purpose. To outline policy and establish responsibilities for the administration and operation of the Naval Station Bremerton, Controlled Minor Property Program.

2. Background. Per reference (a), controlled minor property are items acquired for immediate use, valued over \$2500 and less than \$100,000, vulnerable to pilferage, or otherwise require individual item accountability (see enclosure (1)). All Federal Information Processing (FIP) Equipment is managed and administered by Naval Station Bremerton, Information Technology Department. The Naval Station Bremerton, Supply Support Office is responsible for managing the NAVSTABREM minor property program.

3. Action.

a. Naval Station Bremerton Department/Staff Code Heads shall:

(1) Assign a Controlled Minor Property Custodian in writing, enclosure (2), to manage all minor property under their cognizance and maintain a signature control record of controlled minor property.

(2) Monitor use of assigned controlled minor property and ensure that it is used only for its authorized purposes.

(3) Establish internal controls to prevent loss and damage to controlled minor property.

(4) Ensure completion of a triennial inventory by personnel independent of the custodian accountable for the minor

property and an annual inventory by the controlled minor property custodian.

(5) Identify changes, transfers, or excess controlled minor property.

(6) Identify needs and initiate requisitions for acquisition of controlled minor property.

(7) Provide support documentation for transfer or surveys of material still reflected on the controlled minor property inventory listings.

(8) Accept responsibility of Accountable Officer and Responsible Officer, if required, on a Financial Liability of Property Loss, DD Form 200.

b. Controlled Minor Property Custodians shall:

(1) Ensure that all controlled minor property is controlled and safeguarded from theft and damage. Track all equipment sent out for repair and establish internal controls/records.

(2) Assign sub-custody for controlled minor property, when appropriate, to promote accountability and reduce loss.

(3) Identify sub-custodians by listing them on the controlled minor property inventory and transfer the inventory to a new sub-custodian before sub-custodians detach from NAVSTABREM or transfer to another division or department. This can be accomplished by writing a memorandum transferring custody of an enclosed signed and dated inventory list. All discrepancies will be resolved prior to transfer of custody.

(4) Ensure new minor property items are tagged and included in the controlled minor property inventory. In the event that any item is not tagged upon receipt, or if an item is received which is tagged, but has no accompanying receipt form, notify the Supply Support Office.

(5) Prepare enclosure (3) each time controlled minor property is transferred. It is the releasing custodian's responsibility to ensure the necessary signatures are obtained and the inventory record is properly updated. The releasing custodian completes a DD 1149 by annotating the required information and signs the transfer form as the releasing custodian. The accepting custodian verifies the information and signs the form as the accepting custodian. The accepting and releasing custodians retain respective copies. Both the accepting and releasing custodians will verify the accuracy of

the next quarterly property listing. The property listing is used to update the property file and also serves as a record of property accountability.

(6) Maintain a record of equipment loans of property for less than 30 days. This record is used to indicate equipment identification, date loaned, date to be returned, and to whom loaned. Property custodians are to monitor equipment loans to ensure property is returned or transferred after 30 days.

(7) Complete a DD Form 1149 for all custody transfers of equipment between custodians. Assistance in establishing departmental control procedures may be obtained from the Supply Support Office.

(8) Request a minor property inventory listing from the Supply Support Office before departing NAVSTABREM or transferring to another division or department. Transfer the inventory to the new custodian by written appointment (See enclosure (2)).

(9) Conduct an annual internal inventory of all minor property and reconcile the results with property records.

(10) Prepare and route to NAVSTABREM, Supply Support Office a properly prepared DD Form 1348-1 listing minor property and serial numbers for excess items and material turn-in to DRMO.

(11) Conduct a search for all lost, stolen, or damaged minor property, and prepare a DD Form 200, if required.

c. NAVSTABREM Supply Customers and Purchase Cardholders will:

(1) Identify controlled minor property and federal information processing requisitions.

(2) Ensure qualifying controlled minor property purchased via government purchase card is properly tagged and added to property records.

(3) Ensure all federal information processing equipment is properly recorded and added to information technology (IT) inventory record.

d. NAVSTABREM Supply Support Office:

(1) Receive material, if necessary, and enter FIP Equipment on the IT inventory list.

(2) Record and update controlled minor property records for custodial changes, additional information, and any corrections resulting from annual and triennial inventories.

(3) Schedule the triennial inventory of minor property preferably to coincide with the plant property inventory.

(4) Furnish inventory listings to each custodian for triennial and annual inventories during funding updates and for inventories required due to the transfer of custodians. The official listing of the property under the control of an individual custodian is a signed and dated computer listing that is updated with transfer and expenditure documents.

(5) Provide assistance and training to custodians in the control and management of minor property.

(6) Review and forward all Financial Liability Investigation of Property Loss, DD Form 200.

(7) Conduct annual controlled minor property training.

(8) Review properly prepared turn-in documents, DD Form 1348-1, assign internal control numbers, and approve disposition of material. Remove minor property tags, update inventory records, and provide the custodian with a signed copy of the turn-in document, DD Form 1348-1.

f. FISC shall:

(1) Receive new minor property.

(2) Forward FIP Equipment to Information Technology, NAVSTABREM.

4. Responsibilities.

a. Minor Property Custodians will:

(1) Route a properly prepared turn-in document, DD Form 1348-1, through NAVSTABREM, Supply Support Office and turn in controlled minor property that:

(a) Is in poor condition or scrap, to Defense Distribution Depot Puget Sound (DDPW), Building 467, for transfer to Defense Reutilization and Marketing Service (DRMO).

(b) Is worn or damaged to the point where repair costs equal 75 percent of the cost of a complete replacement, and personal culpability is not indicated.

(c) Has become obsolete, unfit for performance of work, or unserviceable and beyond repair as a result of technological advances, change in procedures or wear and tear resulting from normal usage.

(2) Conduct annual inventories. The annual inventory must be completed within 30 days of receipt of the annual Controlled Minor Property listing. Each item must be physically located to ensure that items are reflected properly in the listing (manufacturer number, serial number, model number, location, custodian, sub-custodian, and other pertinent information). Any addition, deletion, change, and correction must be annotated. If the items have been turned-in or transferred, a DD Form 1348-1 must be attached to the listing. If the property tag is missing, annotate "tag missing". After the inventory is completed, verify, annotate, sign, date, and return the signed copy of the inventory to the Supply Support Office. All discrepancies should be noted and pertinent information attached. If the item cannot be located, the following action must be taken:

(a) Research departmental records to see if the item was transferred or turned in to DMRO.

(b) Interview personnel that used the item to determine other causes for the disappearance, i.e., loaned to another department.

(c) Submit a Financial Liability Investigation of Property Loss, DD Form 200, after all possibilities have been exhausted.

(3) Retain records of all acquisitions, turn-in documents, and transfers of all minor property to facilitate the annual and triennial inventories. Assign sub-custodians and provide training to ensure clear understanding and responsibility for minor property.

b. NAVSTABREM Department/Staff Codes Heads will:

(1) Establish departmental controls for inventory, maintenance, issue, recreational electronics, and custody of hand tools. Hand tools, due to their pilferable nature, require special identification and control.

(2) Ensure that new or unmarked tools are marked with the department or branch code. Permanent marking should be made by etching, stamping, or stenciling. Tools already marked need no further markings.

(3) Make every effort to limit quantities of readily available hand tools to those required to perform the assigned departmental tasks.

(4) Assign an independent person, other than the accountable custodian, to conduct triennial inventories. The triennial inventory must be completed within 30 days of receipt of the annual Controlled Minor Property Listing. Each item must be physically located to ensure that items are reflected properly in the listing (manufacturer, serial number, model number, location, custodian, sub-custodian, and other pertinent information). Any addition, deletion, change, and correction must be annotated. If the items have been turned in or transferred, a DD Form 1348-1 must be attached to the listing. If the property tag is missing, annotate "tag missing". After the inventory is completed, verify, annotate, sign, date, and return the signed copy of the inventory to Supply Support Office. All discrepancies should be noted and pertinent information attached. If the item can not be located, the following action must be taken:

(a) Research departmental records to see if the item was transferred or turned in to DRMO.

(b) Interview personnel that used the item to determine other causes for the disappearance, i.e., loaned to another department.

(c) Submit a Financial Liability Investigation of Property Loss, DD Form 200, after all possibilities have been exhausted.

5. Forms. Forms may be obtained from the NAVSTABREM, Supply Support Office.

/S/

J. A. HOLDEN

Distribution:
NAVSTABREMINST 5216.1
List I

CONTROLLED MINOR PROPERTY LISTING

Audio Visual Equipment (overhead, slide projectors, recorders, VCRs)
Boards, Writing
Cameras and accessories
Cash registers
Chronometers
Communications Gear (telephones, pagers, radios, etc.)
Compactor
Copy machines
Engraving machines
Exercise equipment (treadmills, lifesteps, etc.)
Microwaves
Microfiche Readers/Printers
Pianos
Photometer
Presentation Silver
Recreational Electronics
Scanners
Scooters
Televisions
Tool Kits
Trailer Utility
Typewriters

Federal Information Processing Equipment inventory (monitors, microcomputers, modems, personal computers, and accessories) is maintained by NAVSTABREM, Information Technology Department.

Material under \$250.00 is exempt from the NAVSTABREM Minor Property Program.

Enclosure (1)

DESIGNATION LETTER SAMPLE

B17

MEMORANDUM

From: CODE B10
To: MM3 John R. Roe, USN, 000-11-2222
Subj: DESIGNATION AS CONTROLLED MINOR PROPERTY CUSTODIAN
Ref: (a) NAVSTABREMINST 7322

1. Per reference (a), you are hereby assigned as the Controlled Minor Property Custodian for minor property assigned to the NAVSTABREM Administration Department, B10. This designation will remain in effect for as long as you are in your current assignment or otherwise relieved by a new custodian.
2. As Controlled Minor Property Custodian, the provisions of reference (a) will guide you.
3. Sign below to indicate that you assume all duties and responsibilities as the Controlled Minor Property Custodian for the above code.

Signature

Copy to:
NAVSTABREM, Supply Support Office

Enclosure (2)